Steps to Follow When a Testing Allegation or Irregularity Occurs

Get the facts straight

- Record the date and time of the incident.
- List all involved (i.e., staff, volunteers, students).
- Identify content area and test parts impacted.
- Identify specific content question(s), if applicable.
- Record what you learn.
- Report the incident.

Steps to Reporting an Allegation

1. Go to the website: https://applications.education.ky.gov/login/

2. Type in your KDE secure website User ID and Password.

3. If you have rights to more than one application, select Kentucky Testing Allegations. *If this is not available, contact your District Web Application Administrator Point of Contact (WAAPOC).*

Adding Allegation

4. Click on **Add Allegation** locate at the top left corner of the page.

5. Select **Test Year**.

6. Select **Test Season.**

7. Type in the **Reported Date** (*00/00/0000 format*: ex. 05/15/2016).

8. Select **District Name.**

9. Select **School** Name (Auto fill will complete school address and principal's name).

10. Select all that apply under **Assessment or** if you checked "Other" fill in space as appropriate**.**

11. Select all that apply under **Grade(s)** and then click on Content Area located below Grades.

12. To your right, under **Content Area,** select all that apply **or** if you checked "Other" fill in space as appropriate**.**

13. Select **Issue Code**.

14. Select all that apply or type in source under **Allegation Source**.

15. Enter in the **Allegation Comments** textbox a brief description of the allegation. Limit the description to two or three sentences. Details regarding the allegation should be captured on the notarized statement completed by the individuals involved with the allegation. The details should include a description of the actions that were taken upon discovery of the incident.

16. Click **Save** to add the allegation. "Allegation Inserted Successfully" should appear**. (Clicking the save button more than once will cause the allegation to be filed multiple times.)**

17. Click on **Support Documents** for the following list of documents to be submitted:

    1) Testing Allegation Reporting Form to be completed by BAC or DAC. This is not a notarized statement to be completed by test administrators or proctors.
    2) Notarized Statements written and signed by each individual involved (teacher, proctor, BAC, principal and/or others). **One statement signed by multiple individuals is Not Acceptable.**
    3) Testing Schedule

4) Seating Chart & Room number
5) Verification of Administration Code Training
6) Appropriate Assessment Practices Form (test appropriate)
7) Nondisclosure Agreement (classified/volunteers)
8) Student Name & SSID

For an allegation involving special education
a. Submit documentation of verification of student test accommodation(s).
b. Submit verification of staff having received Inclusion of Special Populations training.
c. Submit a signed copy of the Code of Ethics, record of testing room and test administrator for allegations regarding alternate assessment.

Send Support Documents to

> *Patsy Kenner*
> *Testing Allegation Coordinator*
> *Kentucky Department of Education*
> *Office of Guiding Support Services*
> *500 Mero Street, 1st Floor CPT*
> *Frankfort, KY 40601*
> *Fax# (502) 564-9321*
> patsy.kenner@education.ky.gov

If you have any questions or problems, contact Patsy Kenner, at (502) 564-4474 or patsy.kenner@education.ky.gov .